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9 October 1967

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Office of Computer Services, DDS&T, Records
Control Schedule, ~~95~~⁹⁶-67-1

1. Attached are an original and three (3) copies of a proposed Records Control Schedule (~~95~~⁹⁶-67-1) for the Office of Computer Services, DDS&T. This schedule is forwarded for your review and approval.

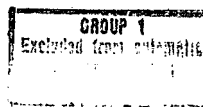
2. As you know, this Records Control Schedule is the first for the Office of Computer Services, although schedules exist for the Management Staff, ADP Advisory Group (Schedule 30-61); and the Machine Records Division, Office of the Comptroller (Schedule 31.06-57). The attached Records Control Schedule for the Office of Computer Services, DDS&T does not supersede or rescind those related Records Control Schedules, although Schedule 31.06-57 has been used by OCS for disposition convenience. OCS records which have been retired under Schedule 31.06-57 will be converted to the new OCS Records Control Schedule ~~95~~⁹⁶-67-1, and disposition noted accordingly.



Chief, Administrative Staff, OCS

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